

**CONFIDENTIAL**

**INVENTORY INSTRUCTIONS**

**1. DEFINITIONS**

- a. Report. An account or statement of information in written narrative, tabular, punch card, or graphic form, transmitted from one organizational element to another in response to an expressed or assumed need for information.
- b. Administrative or Management Report. A report that provides for administrative or management control over an activity or operation, as distinguished from an operational or intelligence report.
- c. Recurring Report. Either a periodic report which conveys essentially the same type of information at prescribed intervals (daily, weekly, monthly, etc.), or a situation report which is prepared on each occurrence of an event of certain prescribed characteristics.
- d. Required Report (Incoming Report). A report which a component requires from one or more other elements. The report is an incoming report to the office which requires it.
- e. Prepared Report (Outgoing Report). A report which a component prepares at the request of another element. The report is an outgoing report from the office which prepares it.

**2. SCOPE**

With the exception of those reports and documents listed in Enclosure 1, the inventory shall include all recurring administrative or management reports which an Office or Staff either requires from, or submits to:

- a. Another Office or Staff under the DD/S.
- b. An Office, Staff, or Division under the DD/P or DD/I.
- c. A continental or overseas field station.
- d. An organization (Federal or private) outside the Agency.

**3. PROCEDURE**

- a. Complete Form No. 521, Report Survey (Enclosure 2), for each required or prepared report within the scope of this inventory. Forward one copy only of the inventory sheets to the Chief, Management Staff, by \_\_\_\_ April 1955.
- b. For each new reporting requirement established after \_\_\_\_ April 1955, submit a completed copy of Form No. 521 to the Chief, Management Staff.

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**ATTACHMENT 1**